

HEALTH & SAFETY POLICY STATEMENT

General Statement of Intent

The Commission is committed to providing a safe and healthy working environment for all its employees. So far as is reasonably practicable, it will have systems and procedures in place which will ensure that all equipment, plant and premises are safe and free from hazards affecting staff. This will mean that employees, visitors and others affected by its operations are exposed to the least possible risk.

As a minimum, the Commission will comply with current Health and Safety Legislation, Approved Codes of Practice, Guidance Notes, British and European Standards, and any subsequent legislation enacted under the Health and Safety at Work etc Act 1974, Management of Health and Safety at Work Regulations 1999 and the Construction (Design and Management) Regulations 2007.

Employees have a duty to co-operate with the Commission to ensure that the policy is effective. The Commission requires all its employees to take reasonable care for their own health and safety and avoid all actions or inactions which may adversely affect the health, safety and welfare of themselves, visitors and the public in general¹.

This policy is fully endorsed by the Principal Director and it will be implemented by Management throughout the Commission and brought to the attention of all employees. The Commission will ensure that employees are kept informed of current and future legislation and that management systems are in place to ensure effective communication, information and training in health and safety matters.

The policy also requires that clearly defined standards are publicised and that monitoring and auditing procedures are present to ensure that the Commission's operations meet the required health and safety standards.

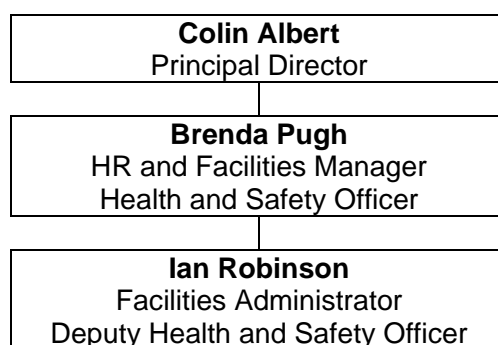
The Commission will review its health and safety policy every three years, or earlier if circumstances warrant it, to ensure its further development and continuing relevance to the structure and needs of the organisation.

Organisation and Responsibilities

The Commission's Principal Director has ultimate responsibility for health and safety and will ensure that the health and safety Policy is fully implemented and disseminated to all staff.

In accordance with the Commission's organisational structure, the positions which have direct accountability to the Principal Director for health, safety and welfare, are as follows:

¹ Regulation 14 Health and Safety at Work Act 1974



Responsibility for the implementation of the policy rests with the Commission's Principal Director who will appoint a Health and Safety Officer and Deputy to assume responsibility in the Health and Safety Officer's absence. Although the Principal Director may delegate duties to others, they retain overall control and accountability for all health and safety matters within their area of management responsibility.

The Commission has a duty to investigate, report and record any accidents, near-accidents and dangerous incidents in accordance with the Commission's current instructions.

All employees must be familiar with and follow fire, bomb and assault instructions and any relevant external emergency procedures. In addition, they must ensure that they have received adequate information, instruction and training in these areas. They should also be alert to any examples of ill health, which may be attributable to working conditions, procedures and practices.

Where significant problems are identified, the Health and Safety Officer should ensure that these are thoroughly investigated, reported to the Senior Management Team, and, so far as is reasonably practicable, make recommendations for the measures to be implemented to remove the cause. Where specific advice is needed to help resolve any particular health and safety issues, employees should in the first instance seek the support and assistance of the Commission's Health and Safety Officer. Where matters are not resolved to their satisfaction they should then go to the Principal Director.

Full support will be given to the Health and Safety Officer in carrying out their duties by the Senior Management Team. The Health and Safety Officer will monitor the implementation of the policies, review statistics on accidents, near misses, discuss instructions and guidance to staff and offer advice on Health and Safety issues.

Arrangements for Implementing the Health and Safety Policy

The Commission's Health and Safety Policy will be communicated to all the Commission's employees and to others who may be affected by its activities, including temporary staff, contractors and others working in the Commission's property.

Detailed information and procedures will be found on the Commissions IT System under CCRC, general, manuals, HR Policies and procedures. Further guidance and information will be provided through e-mail and briefings.

The Commission's Health and Safety Manual will be kept up to date and a copy provided on the system.

Health and Safety Officers, Fire Marshals and First Aid Officers will have access to all information relevant to their role as soon as is practicable.

The Commission will ensure the competence of its personnel by providing training for all staff.

All new personnel will receive a planned induction which includes the Commission's health and safety policy, safe working practices, fire and bomb precautions and procedures, first aid arrangements, personal safety instructions and accident reporting procedures. They will also be given a familiarisation tour of their workplace and the emergency escape routes.

The Commission's work activities will be subject to a formal risk assessment². All identified hazards which constitute a significant risk will be documented and appropriate remedial action implemented, including the introduction of safe working systems, to eliminate or reduce the risk to the lowest extent reasonably practicable.

All accidents, near-misses and dangerous occurrences must be reported. These will be investigated to determine the cause and, where appropriate, remedial action introduced to prevent a recurrence. Reports will be completed in accordance with current instructions and to meet the requirements of the appropriate reporting legislation.

Information on reported accidents, near-misses and dangerous occurrences will be made available to all relevant parties, i.e. Senior Management; PCS Union Representative and the Health and Safety Executive (HSE).

First aid facilities will meet the standards required in the current First Aid Regulations. We aim to have sufficient trained First Aiders and the procedures will follow the Approved Code of Practice to the First Aid at Work Regulations 1981.

In the property where the Commission's personnel are employed, the environment, welfare facilities and other related factors will meet required or recommended minimum standards. The standard will be that required by the Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992. Particular attention will be paid to temperature; ventilation; purity of air and water supply; lighting; storage; sanitary conveniences; noise and overcrowding.

In the Commission's property, a Fire Officer had been selected. The Fire Officer will ensure that instructions for dealing with fire and bomb emergencies are satisfactory and will make arrangements for regular fire drills and checks of fire equipment. These arrangements must take account of visitors to the Commission's property and the needs of people with disabilities. The Fire Officer will take urgent action to implement recommendations arising out of formal fire inspections.

² Regulation 3 Health and Safety at Work Act 1974

Suitable procedures will be recommended by the Health and Safety Officer and approved by the Senior Management Team to deal with other emergencies such as the possibility of personal injury; loss of light or power, flooding or other major events. Account must be taken of any hazards presented by the proximity of high-risk industries and any information concerning their emergency procedures (Business Continuity Planning).

The Health and Safety Officer is required to monitor the health, safety and welfare arrangements and, periodically, carry out audits to check the effectiveness of the safety policy. The reports of the safety audits, including action taken to address problems identified, are to be made available to all interested parties. In particular, the reports will include reviews of existing risk assessments carried out under specific pieces of legislation, e.g. Management of Health and Safety at Work Regulations 1999, the Health and Safety (Display Screen Equipment) Regulations 1992 and the Manual Handling Operations Regulations 1992. A report on the routine checks and risk assessments will be sent to the Human Resources Group Copies for quality assurance purposes.

The requirements of the Control of Substances Hazardous to Health Regulations 2002 and other related legislation will be satisfied at the Commission's workplace. All necessary precautions will be taken with the use, storage, handling and transportation of materials and substances. In order to minimise risks, the least hazardous type of material or substance available will be used or purchased and, furthermore, there will be regular assessments and monitoring to ensure that this is achieved.

The Commission will make every effort to identify and use competent contractors. If there is any doubt about competence, the contractor will not be used. Before starting work on the Commission's property, contractors will be given clear guidance on the avoidance of risks and the working arrangements to be followed.

Grievances

Any member of staff wishing to discuss occupational health and safety problems should firstly raise the matter with the Health and Safety Officer, stating clearly the nature of the grievance and redress sought. Both parties should seek to resolve the issue through discussion. Should the matter not be resolved within a reasonable period of time, the matter should then follow the Commission's grievance procedure.

Signed: _____

Colin Albert
Principal Director